

CATHOLIC SOCIAL SERVICES

JOB DESCRIPTION

TITLE: Facilities Technician (Complex Care Shelter)
DEPARTMENT: Facilities
STATUS: Full-time /Hourly
SUPERVISED BY: Facilities Director
UPDATED: 5/10/2022

JOB SUMMARY: Catholic Social Services (CSS) is looking for a Facilities Technician to maintain the Complex Care Shelter grounds and building at 303 W. Fireweed. . Responsibilities include working with the supervisor and contracted services on building systems, working knowledge, ability and diagnostics of, basic electrical, water, basic plumbing, sheet rocking, painting and repairs on structural systems.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must possess self-confidence, initiative, and flexibility. Must be a team player and demonstrate motivation and dependability and the ability to complete assigned tasks with minimal or no supervision at times. Must be open to feedback and constructive criticism.

Education/Experience: High school diploma or GED. Must have a valid driver's license. Prior plow truck and landscaping tools, operating a riding lawnmower, painting.

Skills: Knowledge of office furniture assembly, hand or power tools, plow truck, riding lawnmower, landscaping tools, hand truck, and basic safety knowledge.

DUTIES & RESPONSIBILITIES:

Facilities Requirements:

- Conduct routine inspections of the shelter (former hotel) premises to check for maintenance issues.
- Perform preventative as well as regular maintenance on premises.
- Make general repairs on plumbing systems and fixtures.
- Perform planned maintenance on equipment to prolong its life.
- Complete general repairs and upkeep of operational equipment.
- Perform painting and repairs, patching of walls, as well as furniture, cabinets, and windows.
- Conduct rough carpentry work to include cabinet repairs and window and door finishing.
- Oversee shelter building systems such as electrical and plumbing.
- Perform grounds work, landscaping, and minor snow removal activities.
- Ensure the safety and attractiveness of shelter areas for patrons.
- Complete shelter room and building repairs to include replacing ceiling tiles and light bulbs.
- Inspect building premises to determine the need for extensive repair and maintenance.
- Check building systems such as fire alarms and CCTV cameras.
- Fix broken furniture, and handle leaks in bathrooms and kitchens.
- Diagnose and troubleshoot mechanical and electrical issues and provide immediate reports.
- Be willing to be on call for emergency situations to be repaired or contracted out.

Physical Requirements: Must be able to lift heavy objects, stand for long periods of time, and move freely, including climbing ladders. Must be able to bend, stoop, reach, pick up and carry objects. Finger dexterity; good eye-hand coordination.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and in-service training sessions as required. Must be willing to learn simple building repairs and perform work orders outside of assigned duties.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____